

**BY ORDER OF THE SECRETARY OF THE
AIR FORCE**

AIR FORCE INSTRUCTION 11-222

6 JUNE 1994



Flying Operations

**TANKER ACTIVITY REPORT (RCS:
HAF-XO(W)9375)**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the SAF/AAD WWW site at: <http://afpubs.hq.af.mil>. If you lack access, contact your Publishing Distribution Office (PDO).

OPR: HQ AMC/XOOO
(Maj Alton L. Self)

Certified by: HQ AMC/XOOO
(Lt Col Rickman J. Ragsdale)

Pages: 9
Distribution: F

This instruction implements AFRD 11-2, *Flight Rules and Procedures*. It establishes procedures for preparing and submitting the *Operations Tanker Activity Report* (TKACT). It applies to all KC-135 and KC-10 air refueling units and Tanker Task Forces (TTF). This report carries the designation of emergency status code C-1. Continue reporting during emergency conditions, priority. Continue reporting during MINIMIZE.

SUMMARY OF REVISIONS

This issuance aligns the instruction with AFRD 11-2. No substantive changes occurred when this instruction revised SACR 55-59, June 15, 1990, although references now reflect current office symbols.

Chapter 1

THE TANKER ACTIVITY REPORT

1.1. Objectives. To provide:

- 1.1.1. An audit trail of tanker airframe sorties, air refueling (AR) user events, and flying hour expenditures.
- 1.1.2. A data base for more efficient planning and forecasting of KC-135 and KC-10 active flying hour needs.
- 1.1.3. All information used to bill Foreign Military Sales (FMS) foreign government users.

1.2. Responsibilities. This instruction establishes the following responsibilities and authorities:

1.2.1. HQ AMC/XOO. Develops and maintains this instruction. HQ AMC/XOO consolidates all inputs from TACC/DOOT, major commands (MAJCOM), HQ ANG, HQ AFRES, and tailors them to meet the needs of HQ USAF.

1.2.2. HQ AMC TACC/DOOT. Consolidates weekly AF Form 3578, **Tanker Activity Report (TKACT)** from active KC-135 and KC-10 units, ANG and AFRES units, and Permanent TTFs.

1.2.3. Unit and Permanent TTF Operations Group Commanders. Unit OPRs for this regulation and responsible for ensuring compliance.

1.2.4. Unit and Permanent TTF Scheduling Branches. The central agencies through which the Air Force coordinates all mission data. Responsible for the following:

- Ensures annotation of the weekly flying schedule in accordance with paragraph 2.2.5.
- Ensures coordination of short notice unscheduled missions with the aircraft commander to provide data required in paragraph 2.2.5.
- Submits the AF Form 3578, TKACT Report in accordance with **Chapter 2**.
- Attends the daily mission review panel meeting to ensure the AF Form 781 and AF Form 3578 flying times and airframe sorties agree.
- Maintains a log of all missing or erroneous data reported on AF Forms 3578 and promptly reports the corrections.
- Retains all completed AF Forms 3578 and TDY TKACT reports for 1 year.

1.2.4.1. Permanent TTF (active duty KC-135 only). Mildenhall (ETTF), Saudi (STTF) and Kadena (PTTF) are the only permanent TTFs for Tanker Activity Reporting. In addition to the responsibilities outlined in paragraph 1.2.4., within 1 workday of an incoming TTF aircrew's arrival, the permanent TTF scheduling branch representative will:

- Obtain completed AF Forms 3578 for all active duty KC-135 missions flown from home station until arrival at a permanent TTF base.
- Ensure entries are complete.
- Consolidate all activity into a single locally developed TDY TKACT report. Transmit the report to the aircrew's home unit scheduling branch with info to HQ AMC TACC/DOOT. The parent tanker unit will include this data in their weekly TKACT report.

1.2.4.2. Home unit scheduling branch personnel must institute local procedures to obtain end of fiscal year flying time expenditures from TDY enroute aircrews.

1.2.4.3. All scheduling branches will designate in writing a central point of contact for this instructions and its issues and identify the individual to HQ AMC TACC/DOOT.

1.2.5. Aircraft Commanders. Active duty KC-135 and KC-10 aircraft commanders must prepare an AF Form 3578 for each mission. This report must agree with other post mission reports to include any changes or additions to scheduled activity.

- **Home Station Round Robin Sorties.** Submit the report with other post mission paperwork.
- **TDY Operations to Other Than Permanent TTFs.** Retain all completed forms until return to home station.
- **Permanent Tanker Task Force.** KC-10 and ANG/AFRES KC-135 base of possession does not transfer; therefore, the aircraft commander will retain all mission data until return to home station. KC-135 aircraft commanders will turn in all deployment and tanker task force AF Forms 3578 to TTF scheduling branch.
- **Redeployment.** Submit data upon arrival at home station.

1.3. Data Consolidation. Active duty units or TTFs possessing KC-135 or KC-10 aircraft will consolidate all AF Form 3578 reports and TDY TKAFT reports for submission. ANG/AFRES units will consolidate data from locally approved forms. Designated scheduling personnel will review all data prior to weekly submission.

1.4. Period of Report. All active, ANG, and AFRES KC-135 and KC-10 units will report tanker activity weekly. Include all activity flown from 0001Z Monday through 2400Z Sunday. If the last week of the fiscal quarter does not end on a Sunday, report activity flown through 2400Z of the last day of the fiscal quarter. Include the remainder of that week's activity in the first weekly report for the next fiscal quarter. Reports must be input NLT close of business on the Wednesday following the report period.

1.5. Transmittal Instructions. Military Airspace Management System (MASMS) is the primary method for submission. Unit scheduling branches are responsible for obtaining access to a microcomputer, modem, communications protocol software, and current Defense Data Network (DDN) account required to interface with MASMS.

1.5.1. The local Telecommunications Center is the alternate method of transmittal. ANG/AFRES units may also use Nyteline.

Chapter 2

AF FORM 3578, TANKER ACTIVITY REPORT (TKACT)

2.1. General. This chapter defines required AF Form 3578 entries for active duty KC-135 and KC-10 missions. ANG and AFRES tanker units may use locally approved forms to obtain required data. For scheduled activity, unit or TTF scheduling branches must provide all asterisked (*) prelaunch data listed in paragraph 2.2.5. to the aircraft commander, as well as passenger and cargo information. Inflight mission changes are the aircraft commander's responsibility.

2.2. Required Entries:

2.2.1. Date of Flight. Enter same ZULU date as on AF Form 781, **AFORMS Aircrew/Mission Flight Data Document.**

2.2.2. Aircraft Commander/Aircraft Tail Number. Self-explanatory.

2.2.3. ICAO Identifier of Reporting Base. Enter ICAO identifier for current base of aircraft possession. Active KC-135 base of possession does not transfer until arrival at or redeployment from a permanent TTF base. KC-10 and ANG or AFRES KC-135 base of possession does not transfer.

2.2.4. Report Control Symbol (RCS). The symbol is RCS: HAF-XO(W)9375, *The Tanker Activity Report*.

2.2.5. Section I--Air Refueling Support:

- * **User Code.** Enter appropriate user code.
- **ACC** Air Combat Command
- **AET** Air Education Training Command
- **AFE** United States Air Force in Europe
- **AFMC** Air Force Material Command
- **AFT** Air Force Operational Test & Evaluation Center
- **AMC** Air Mobility Command
- **CLF** US Navy CINCLANTFLT
- **CNE** US Navy CINCUSNAVEUR
- **CPF** US Navy CINCPACFLT
- **FMS** Foreign Military Sales
- **FRG** Foreign Government
- **MAR** US Marine Corps
- **PAC** Pacific Air Force
- **SOC** Special Operations Command
- * **Mission Code.** Enter only if Code 1, 2, 3, 4, or 5.
- **Code 1.** AR support which satisfies receiver 51-series training activity (AFI 11-221 Category A air refuelings).

- **Code 2.** AR support for receiver formal course training, exercises, predeployment air refueling, deployments, redeployments, rotations, tests, 2nd Air Delivery Group, AMC or ACC deployments, ORIs, or Dual Role support (AFI 11-221 Categories B1, B2, or B3 air refuelings). Specify type in remarks.
- **Code 3.** AR support for JCS directed operations and contingencies, limited and general war activity, or special operations. (AFI 11-221 Category C air refuelings). Specify type in remarks. These missions have priority over Code 1, 2, and 5 missions.
- **Code 4.** KC-135/KC-10 flying hours expended staging to or from a temporary tanker task force location for dedicated AR user support (e.g., Business Effort, Coronets). Remark required. Report dual role staging under this code. Include the appropriate remark followed by the statement "Dual Role". (e.g., Red Flag Dual Role).
- **Code 5.** Tanker unit requested AR training. Log only if Code 1, 2, or 3 support is not required.
- **Code 10.** Flying hours expended deploying to and from a Mini Tanker Task Force location. (e.g., SWA, Howard). Remark required.
- **Code 11.** Flying hours expended deploying to and from the European Tanker Task Force (ETTF).
- **Code 12.** Flying hours expended deploying to and from the Pacific Tanker Task Force (PTTF).
- **Code 14.** Tanker Crew Non-AR Training. Includes high altitude navigation, receiver training (for air refuelable KC-135s and KC-10s), instrument training, and pilot proficiency activity.
- **Code 15.** Designated staff instructor or basic pilot or navigator non-AR training.
- **Code 16.** Qualification and upgrade training.
- **Code 17.** Flying hours expended for Programmed Depot Maintenance (PDM) input or output. If air refueling enroute, charge the receiver 0.7 hours plus boom time, or the time for direct routing, whichever is greater.
- **Code 19.** Airlift/Non-AR Activity. Includes flying hours expended for approved Commanders Distinguished Visitor (CDV) flights, air shows or static displays, competitions and off-station training flights. Include the appropriate remark, total number of passengers, and cargo weight.
- **Codes 31-35.** These codes apply to activity in support of the AMC airlift mission.
- **Code 31.** Airlift Staging. Flying hours expended in staging to and from JA/ATT or AMC Channel Missions. When performing a pure SAAM mission, use this mission code to report staging time. Include the appropriate remark.
- **Code 32.** AMC Channel Cargo Support Missions. Flying hours expended for AMC Channel operations. Report the number of passengers, pallets and cargo weight in the space provided. If performing AMC Channel support while simultaneously staging to TTF operations, include the location deploying to in the remarks section. (*EXAMPLE:* 42 pax, 10 pallets, 20.0M, Saudi TTF). Remarks required.
- **Code 33.** Joint Airborne/Air Transportability Training (JA/ATT). Flying hours expended for JA/ATT operations. Report the number of passengers, pallets, and cargo weight in the space provided. Remarks required.

- **Code 34.** Special Assignment Airlift Mission (SAAM). Flying hours expended in support of SAAM operations. Report the number of passengers, pallets, cargo weight, and SAAM number in the space provided. Remarks required.
- **Code 35.** Dual Role. Used to report dual role airframe sorties, number of passengers, pallets, and cargo weight. Hours will be charged to the user command under the appropriate AR mission code. Remarks required.
- * **Events.** Log an event for command or agency supported.
- * **Flying Hours:**
 - When two or more AR users benefit from a single tanker mission, charge an equal share of the total AR flying hours to each user. (*EXCEPTION:* See "Remarks" below at second bullet.)
 - When AR support is provided as a by-product of non-AR activity, charge the AR user a minimum of 40 min. (0.7) plus boom time or actual flying time over and above direct routing of non-AR activity, whichever is greater.
 - When a single tanker can satisfy a receiver requirement (offload/station time), and additional tankers are flown for tanker crew training, only one tanker will charge AR user events and hours to the user. Additional tankers will charge only actual boom time to the user under Mission Code 5. Charge the remaining flying time to non-AR training activity.
 - Do not charge receivers canceling prior to tanker launch for flying hours or for an AR user event if the tanker subsequently launches for non-AR training.
 - Charge receivers canceling after a tanker launches the actual or estimated flying hours expended from takeoff to notification of cancellation, plus time expended to return to the destination base, reduce to landing gross weight (if required), penetrate and land. Also charge the scheduled user for an AR user event. Enter "Receiver Cancel" in the remarks.
 - Do not charge AR users for flying hours or AR user events if AR is canceled prior to start of AR due to tanker system malfunction or weather in track. Charge these flying hours to non-AR activity.
 - * **Type Receiver.** Make a separate entry for each aircraft type. Do not space or use dashes(-), and do not record aircraft series (e.g., B-52G). (Examples: B-52, F-4, C-5, RF-4, MC-130).
 - * **Number of Receivers.** Count a single receiver with multiple ARCTs as one receiver. Otherwise, count receivers individually.
 - * **Offload.** Round total offload for each entry to the nearest 100 pounds.
 - * **Remarks.** For Mission Codes 2, 3, 4, 19 and 31 through 35, enter exercise designation, mission nickname, or activity. For FMS, enter the activity supported and case number (e.g., CE 101, KS-D-SFA).
 - For Coronet moves in conjunction with a tanker deployment, charge the foreign government 40 minutes (0.7) plus boom time. If the tanker has been tasked solely to move the receivers and the mission is not in conjunction with a tanker deployment, charge the receiver for the entire mission.
 - For in-theater support, FMS fighters normally are scheduled to refuel in conjunction with other USAF aircraft. In such cases, charge the FMS user only for boom time. If there are multiple FMS countries involved, charge each FMS user a proportional share of the AR support. If the FMS user is the only receiver, charge them for the entire mission.

- The AF Form 3578 must include the activity supported (e.g., CE 101), FMS case number, flying time, and fuel offloaded, validated by the aircraft commander.

2.2.6. Section II--Non Air Refueling Support:

- **User Code.** Enter the tanker's MAJCOM of assignment. Also see paragraph 2.2.5. above.
- **Mission Code.** Preprinted. Also see paragraph 2.2.5. above.
- **Sorties.** Enter total AF Form 781 airframe sorties flown during mission. All actual airframe sorties will be charged to non-AR activity.
- **Flying Hours.** Enter actual total hours flown for each non-AR activity. Leave blank if all hours were charged to an AR user command or agency. Also, see paragraph 2.2.5. above.

2.2.7. Section III--Airlift Support:

- **User Code.** Preprinted. Also see paragraph 2.2.5. above.
- **Mission Code.** Preprinted. Also see paragraph 2.2.5. above.
- **Sorties.** Enter total airlift sorties flown during mission. The combined airframe sorties (mission codes 10 through 19 and 31 through 35) must equal the AF Form 781 sorties logged for the mission.
- **Flying Hours.** Enter actual total hours flown in each airlift activity. The combined AR and non-AR flying hours logged in Sections I, II and III must equal the total AF Form 781 flying hours. Also see paragraph 2.2.5. above.
- **Mission Narrative.** There are no required entries. Aircraft commanders may enter information as deemed applicable (e.g., explanations of mission deviations).
- **Signature of Aircraft Commander.** Self-explanatory.
- **Reviewing Official.** Name and rank of responsible scheduling branch reviewing official.

BUSTER C. GLOSSON, Lt General, USAF
DCS/Plans and Operations

Attachment 1

GLOSSARY OF ABBREVIATIONS, ACRONYMS, AND TERMS

Abbreviations and Acronyms

ACC—Air Combat Command

AFMC—Air Force Material Command

AR—Air Refueling

CDV—Commanders Distinguished Visitor

FMS—Foreign Military Sales

MASMS—Military Airspace Management System

PAC—Pacific Air Force

PDM—Programmed Depot Maintenance

RCS—Report Control Symbol

SAAM—Special Assignment Airlift Mission

SOC—Special Operations Command

TTF—Tanker Task Forces

USAFE—United States Air Forces in Europe

Terms

Air Refueling (AR) User Events—A user event is not the same as an AF Form 781 airframe sortie. An aircrew can log one airframe sortie and several events. Each user command or agency receiving AR support on a single tanker sortie will be charged an event. (*EXAMPLE*: a tanker sortie refuels an AMC C-5 and an ACC F-15. Log two events and split the flying time appropriately between the two). If a tanker refuels more than one aircraft type assigned to the same user (e.g., an ACC F-15 and an ACC B-1), log a single event but report the additional aircraft types separately. Split the flying hour charge appropriately between all types of receivers and charge the event to the receiver with whom the most time was spent.

Dual Role—Dual role missions are designed to provide air refueling for a unit move while simultaneously transporting the unit's organic cargo and support personnel. Report all air refueling support accomplished on dual role missions under mission codes 2 or 3. Include the appropriate remark followed by the statement "Dual Role." Report the number of passengers, pallets, and cargo weight under Mission Code 35. (*EXAMPLE*: Red FlagDual Role, 42 pax, 4 pallets, 20.0M). These missions have priority over Codes 1 and 5 missions.

Flying Hours—Base hours charged to an air refueling user on actual or estimated time to fly (by the most direct route) to the ARCP, orbit, refuel, return directly to destination base, penetrate and land.

Force Extender—Tankers refueling a KC-10 who ultimately refuels aircraft from other commands or services will charge the air refueling support to mission code 2 or 3 as appropriate. Remarks will include the mission nickname and the term "KC-10 Force Extender." (*EXAMPLE*: two KC-135s are each

scheduled to offload 70M to a dual role KC-10 that is deploying six ACC F-15's from Base A in the CONUS to Base B overseas on Coronet Boxcar. The KC-135s would report in section one of the AF Form 3578 as: User Code ACC, Mission Code 2, Receiver Type KC-10, Remarks: Coronet Boxcar, Force Extender).

Foreign Government Support (FRG)—Use FRG when supporting foreign governments under joint agreements or concepts of operations outside of established foreign military sales cases. The AF Form 3578 must include fuel offloaded, validated by the aircraft commander, and the receiver country of origin. Under FRG, bill the foreign government only for fuel offloaded.

Foreign Military Sales (FMS)—Use FMS air refueling support when delivering aircraft to foreign governments and for theater AR continuation training under established FMS cases. Higher Headquarters will task FMS air refueling support, and the tasking order or weekly flying schedule will list an FMS case number.

Mission Code—A numbering system to facilitate analysis of current flying hour and sortie utilization.

User—Any command or agency that derives benefit from the utilization of KC-135 or KC-10 flying hours.

User Code—A unique three letter identifier for each MAJCOM or agency supported by KC-135 or KC-10 resources.